

Managing a School Emergency

Virginia Emergency Management Conference



Three Phases of School Emergency Planning

- 1. Pre-Columbine**
- 2. Post-Columbine**
- 3. Post 9-11- All Hazards Plan**

Why Do Schools Need an All-Hazards Plan?

___ ___ I T Happens

- March 25, 2005** Bank Executive Shot to Death, Three Schools in Lockdown as Police Search for Suspect
- May 2, 2005** Shots Near Beach Library Prompts Lockdown in Five Schools
Two Suspects Taken into Custody at Virginia Beach
Alternative School
- October 20, 2005** Three School Buses Struck by Bullets Prompts Lockdown of Middle School
- October 24, 2005** Head on Collision With School Bus Leaves One Dead and One Critically Injured
- October 31, 2005** Seven Injured in Virginia Beach School Bus Accident- Thirteen Students Transported to Hospital
- November 8, 2005** Child Dies After Being Struck By School Bus
- December 1, 2005** Jogger Dies After Being Struck by School Bus

Developing an All-Hazards Plan

Consider needs of school division and coordinate plans with local Public Safety Officials

Virginia Beach City Public Schools

- **3rd largest** school division in Virginia
- **88** schools
- **70,000** students
- **11,000** employees
- **60,000** students transported daily
- **600** school buses



VBCPS ERP

- Flip chart formatted all-hazards plan that addresses the 4 phases of emergency management.
 - ~ Mitigation and Prevention
 - ~ Preparedness
 - ~ Response
 - ~ Recovery
- Provides a consistent plan for all 88 schools.
- Identifies critical roles and responsibilities for school staff within structure of ICS.
- Each school has a Crisis Response Team (CRT) with a person and alternate assigned to critical roles to assist the school's Incident Commander.
- Grant funding assisted with training for each school's CRT.

Virginia Beach City Public Schools

Emergency Response Plan

Phone Numbers					
Mitigation/Prevention					
Preparedness					
ICS Roles & Responsibilities					
Evacuation	Shelter-in-Place	Lockdown	Reunification	Emergency Communications	
Fire Explosion	Spill/Haz Mat Incident	Medical Emergency	Severe Weather/ Tornado	Death of Student or Staff Member	
Violence Violent Threats	Transportation Incident	Missing Person	Bomb Threat	Civil Disorder	
Gas Leak	Flooding/Sewer Incident	Food and Water Contamination	Release to Air	Structural Collapse	
Chemical Attack/Incident	Biological Attack/Incident	Radiological Attack/Release	Nuclear Attack/Release	Homeland Security	
Recovery					
After-Hours Procedures & Vital School Information					

Crisis Response Team

<i>Responsibility</i>	<i>Manager</i>	<i>Office</i>	<i>Home</i>	<i>Cell</i>
Incident Commander	Primary – Backup –			
Emergency Response	Primary – Backup –			
Staff Assignment	Primary – Backup –			
First Aid	Primary – Backup –			
School Security	Primary – Backup –			
Off-Site Evacuation	Primary – Backup –			
Parent Reunion	Primary – Backup –			
Communication & Records	Primary – Backup –			
Student Accounting	Primary – Backup –			
Off-Site Bus Staging	Primary – Backup –			
Information & Media	Primary – Backup –			
Counseling	Primary – Backup –			

VBCPS ERP

- Contains a bulleted guide (aid) and a flow chart for each action.

Evacuation/Shelter-in-Place/Lockdown

- Contains a bulleted guide (aid) and a flow chart for each hazard/incident.

Lockdown Event Aid

It is important to use clear language when initiating a lockdown. An **internal lockdown** is intended to protect students and staff from an immediate threat located inside the building. An **external lockdown** is intended to provide protection from a threat outside the building. During a lockdown, fire alarms should be disregarded. If it is necessary to evacuate the building, it should be announced over the P.A. system or by a predetermined alternate signal.

Keep in mind emergency response procedures may be modified to meet the needs of a given situation. Use of clear language will communicate the desired emergency response.

General Guidelines:

- Avoid using telephones for other than emergency purposes.
- Cancel all outdoor activities.
- Account for all persons and report missing persons to the IC immediately.
- Continually monitor conditions in the lockdown area. If changing conditions cause the lockdown area to become unsafe, advise the IC and await further instructions.
- Restrict movement within the building as much as possible.
- Dismissal of students should follow proper procedures.
- Restrict access to the building to authorized persons only. Require that all visitors be escorted by a staff member.

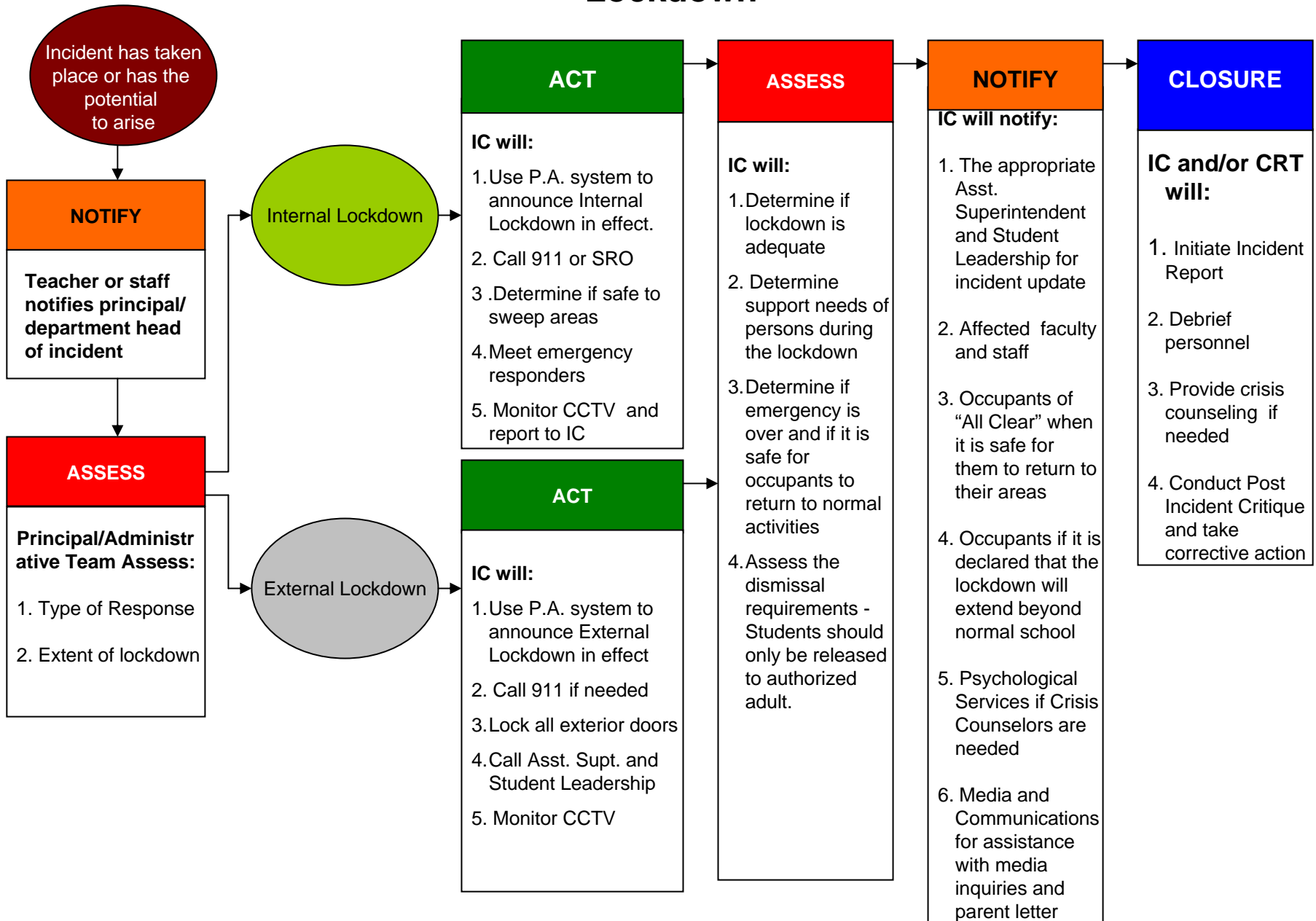
INTERNAL LOCKDOWN GUIDELINES

- *Announce internal lockdown or activate signal*
- *Notify SRO or call 911*
- *When calling police, advise whether or not there is a weapon*
- *Lock exterior doors, including main entrance doors if safe to do so*
- *Take students to protected classrooms*
- *Check restrooms and vacant rooms if safe to do so*
- *Lock classroom door*
- *Move children away from doors and glass*
- *Turn off classroom lights*
- *Have children out of sight and quiet*

EXTERNAL LOCKDOWN GUIDELINES

- *Announce external lockdown or activate signal*
- *Notify SRO or call police if needed*
- *Lock exterior doors*
- *Close exterior blinds as needed*
- *PE Classes will report to the gymnasium*
- *Instruction should continue as normal*
- *At the discretion of the administration, change of class may be restricted*
- *At the discretion of the administration, portable classes will move to designated areas of the building*
- *Check e-mail for further information from administration*

Lockdown



Transportation Incident Aid

This is an abbreviated guide for assessing and responding to a bus/transportation incident.

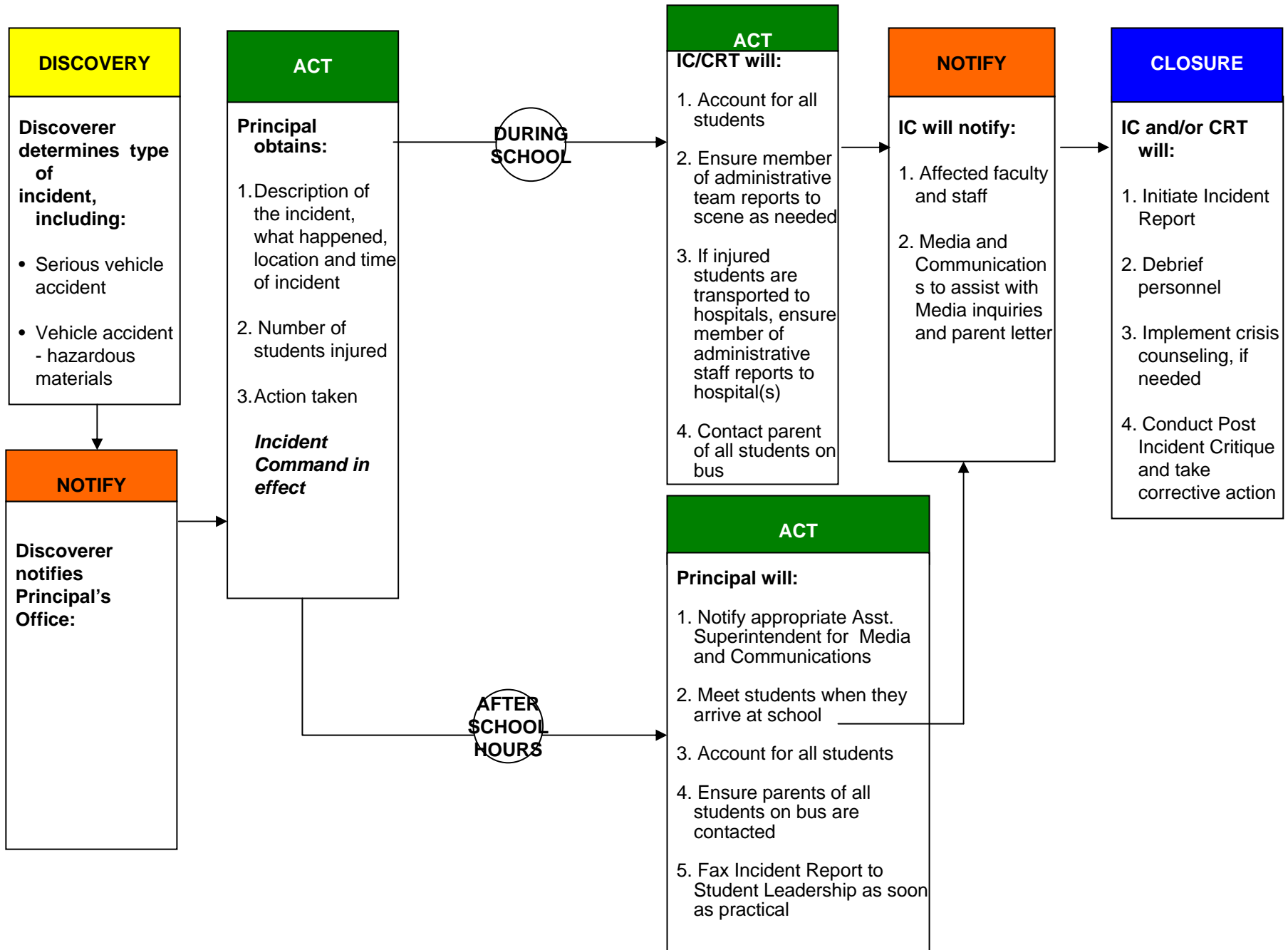
During School Hours:

- Bus Driver will contact Office of Transportation Services.
- Transportation Services will contact the Police, Principal/Assistant Principal of the school, appropriate Assistant Superintendent, Department of Media and Communications and Department of Administrative Support Services.
- **Principal will notify Office of Student Leadership (437-7587) and should fax Incident Report to Student Leadership (437-7642).**
- If students are transported to a hospital, Transportation Services will notify the Principal/Assistant Principal and Department of Media and Communications. Media and Communications will notify the appropriate administrators.
- Transportation will compile a list of names and telephone numbers of all students on the bus and a description of their injuries.
- Transportation will provide this list containing student names and phone numbers to the Principal/Assistant Principal and Media and Communications.
- **Principal will notify the parents of ALL students on the bus.**
- If the accident occurs on the way home from school, uninjured students will be taken home.
- **A member of the school's administrative staff should go to the hospital or treatment site.**
- Notify Psychological Services if Crisis Intervention is needed.

After School Hours:

- Principal will notify appropriate Assistant Superintendent and Media and Communications. Media and Communications will notify Office of Student Leadership and other administrators as needed.
- Principal should fax Incident Report to Office of Student Leadership as soon as practical.

Transportation Incident



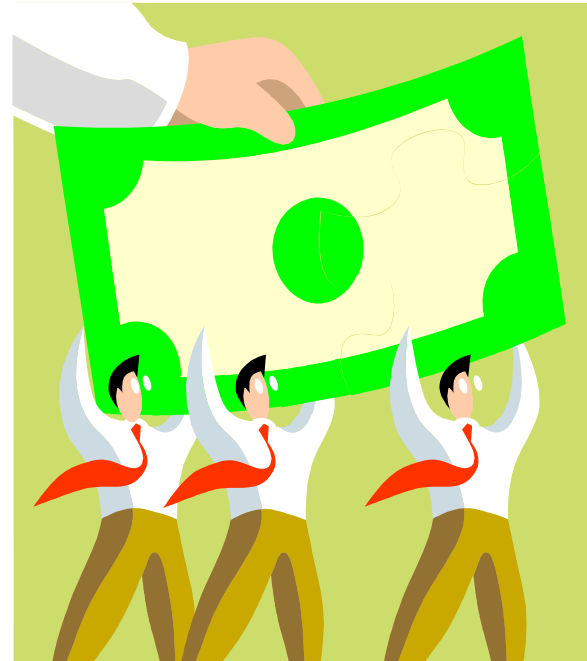
Emergency Response Plan (ERP)

Emergency Response/Crisis Management Grant from U.S. Department of Education (2004) Provided Funds

- **Total = \$466,967.00**

- **Partnership**

- 1. Schools
- 2. Fire
- 3. EMS
- 4. Police
- 5. Public Health
- 6. Mental Health



School Emergency Procedures

- VBCPS Emergency Procedures Guide (EPG) – flip chart quick reference guide for teachers and staff in responding to various incidents.
- Provides consistent procedures in all 88 schools.

VBCPS EPG

Provides guidelines to follow in the event of the following:

- Evacuation
- Shelter-In-Place
- External Lockdown
- Internal Lockdown
- Dealing With Media
- Medical Emergency
- Student Endangerment/Fights
- Hostile Visitor
- Tornado/Severe Weather

INTERNAL LOCKDOWN

An internal lockdown is intended to protect students and staff from an immediate threat located inside the building.

Procedures:

- Check the hallway and bring students into classroom.
 - Lock door and turn lights out.
 - Keep students out of sight and quiet.
 - Use extreme caution and discretion in allowing anyone entry into the classroom.
 - Advise your students that an emergency exists.
 - Check attendance and complete Student Accountability Log (listing students missing from the room and extra students in the room). Prepare to take this list with you if/when you are directed to leave the classroom.
 - Project a calm attitude to maintain student behavior.
 - If there is a phone in the room, DO NOT use it to call out. Lines must be kept open unless there is an emergency situation in the classroom.
- Ignore any fire alarm, an alternate signal or announcement will be used if evacuation is required.
 - Remain in the room until a public safety official or a member of the Crisis Response Team comes to the room with directions.
 - If the students are moved out of the classroom, help move them in an orderly manner as quietly and quickly as possible.
 - Document actions you have taken and forward the information to school administration.

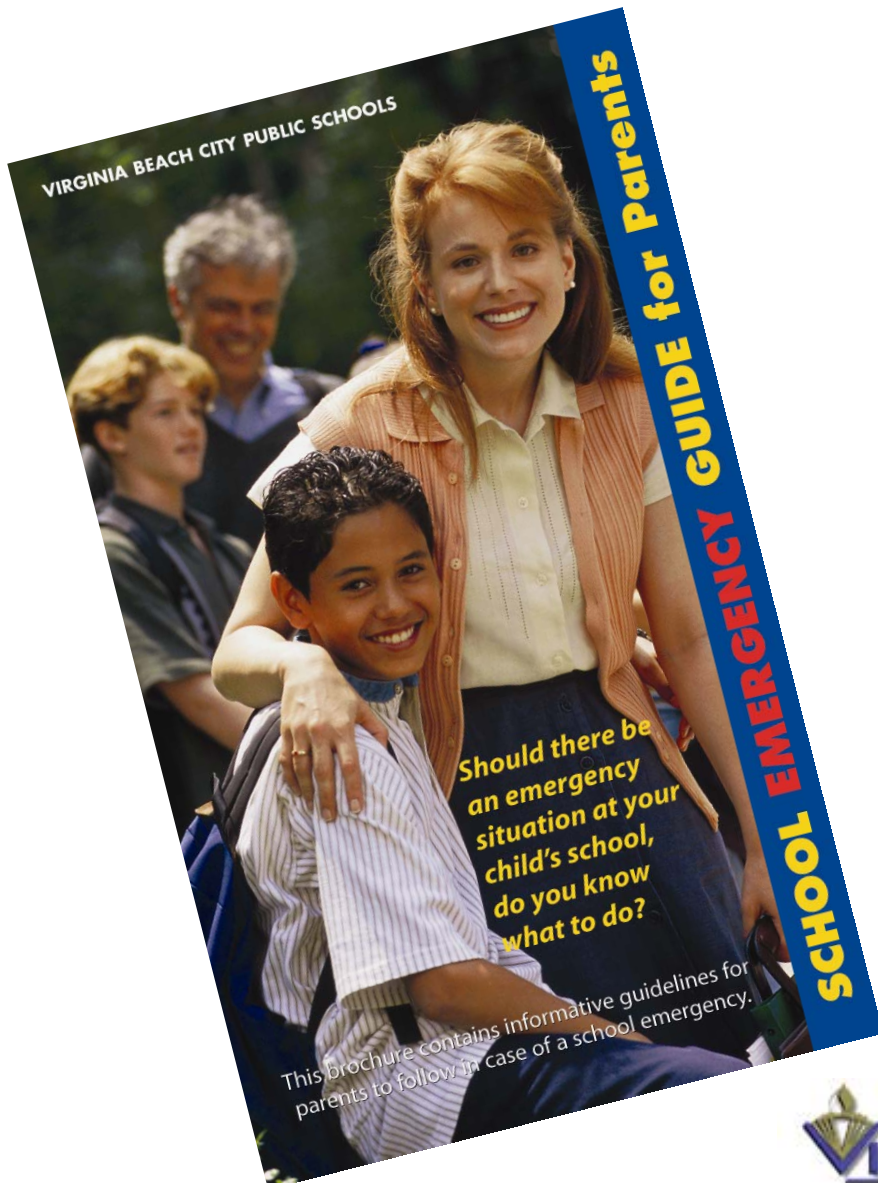
For all emergencies, contact:

INTERNAL LOCKDOWN

Parent Emergency Communications

- During any school emergency parent communication is critical.
- Parents need to know procedures that have been established to provide for their child's safety.
- The Department of Media And Communications produced a School Emergency Guide For Parents in brochure format.

Parent School Emergency Guide



As a **parent**
how can you
be prepared
for a
school
emergency?

Parent School Emergency Guide

VIRGINIA BEACH CITY PUBLIC SCHOOLS

School Emergency Card for Parents

KEEP THIS IN YOUR WALLET OR CARRY AT ALL TIMES.

When a school emergency has occurred, a parent can get critical information and directions by doing one of the following:

- ✓ Call the **VBCPS Emergency Hotline** at **263-1000**
- ✓ **Check your e-mail** if you are a **vbschools x-tra** subscriber
- ✓ Visit **www.vbschools.com**
- ✓ Tune into the local **television** and **radio** for news alerts.
- ✓ Listen to radio station **AM 1680**.



VIRGINIA BEACH CITY PUBLIC SCHOOLS

AHEAD OF THE CURVE

Parent School Emergency Guide

Focus is on Educating Parents

Internal Lockdown: All school interior doors are locked and students are confined to their classrooms and no entry or exit of the school is allowed. This takes place if there is a threat or possible threat inside the school.

External lockdown: All school exterior doors are locked. This takes place if the threat is outside of the school.

Shelter-in-Place: Selecting small, interior rooms in the school, with no or few windows, and taking refuge there until it is safe to release students.

Reunification of parents/students: Each school has a procedure for helping parents locate their child. Parents will be directed to a specific location where they will be required to show proper identification.



VBScHoOLs.com Emergency Conditions Update

VIRGINIA BEACH CITY PUBLIC SCHOOLS, VIRGINIA BEACH, VIRGINIA

Please click your reload/refresh button to view the most current version.

This Page Last Updated April 11, 2005 8:00 a.m.

Emergency situation information will be posted here.

NOTICE: Every effort is made to keep this page current. Certain technical conditions beyond our control may prevent us from providing you the most accurate and up to date emergency information. We suggest that you also tune in to local TV and radio stations.

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SEARCH ★



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Virginia Beach City Public Schools

Committed to providing a *safe environment* for students, staff, and visitors.

Questions?

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